

**PHOENIX OFFICE**

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Phoenix, Arizona 85007-2929  
Phone: (602) 542-3135  
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(AZ Residents Only)

**ARIZONA CORPORATION COMMISSION****TUCSON OFFICE**

400 West Congress  
Tucson, Arizona 85701-1347  
Phone: (520) 628-6560  
Toll Free: 1-800-345-5819  
(AZ Residents Only)

## INSTRUCTIONS FOR NONPROFIT ARTICLES OF INCORPORATION

THESE SAMPLE SETS OF NONPROFIT ARTICLES OF INCORPORATION HAVE BEEN PREPARED IN AN EFFORT TO OFFER GUIDANCE IN THE PREPARATION OF YOUR ARTICLES OF INCORPORATION. ONE SET IS INTENDED FOR CORPORATIONS THAT PROPOSE TAX EXEMPT STATUS, AND THE OTHER FOR CORPORATIONS THAT WILL BE SUBJECT TO TAXATION. PLEASE BE ADVISED, HOWEVER, THAT THESE SAMPLES REFLECT ONLY THE MINIMUM PROVISIONS REQUIRED BY LAW. YOU SHOULD SEEK PRIVATE LEGAL COUNSEL FOR THOSE MATTERS WHICH PERTAIN TO THE INDIVIDUAL NEEDS OF YOUR CORPORATION.

PLEASE be sure to include zip codes where addresses are required.

CHARACTER OF AFFAIRS - State briefly the character of affairs which the corporation initially intends to actually conduct in this state. Such statement shall not limit the character of affairs which the corporation ultimately conducts. See A.R.S. §10-3202.

ARTICLE 2 (TAX EXEMPT) - The Internal Revenue Code places certain restrictions upon the purpose of a tax exempt non profit corporation. Please refer to Federal Publication #557, which is available at your local IRS office, before completing this article.

ARTICLE 4 (TAX EXEMPT) - This article is included for the purpose of obtaining tax-exempt status with the Internal Revenue Service. If the corporation intends to apply for tax-exempt status under Federal Law, you will need to cite the specific Section of the Internal Revenue Code, as amended, under which your corporation plans to organize. For further information please refer to Federal Publication #557 which is available at your local IRS office.

ARTICLE 5 (TAX EXEMPT) - Insert applicable Section number of the IRS Code. (See instruction for Article 4.)

ARTICLE 11 (TAX EXEMPT) - Check the box for this Article only if, depending upon the proposed purpose of your corporation, a non discrimination provision is required. Please refer to Federal Publication #557, before making a determination.

INDEMNIFICATION - This provision is not mandatory. Please refer to A.R.S. §10-3851.

STATUTORY AGENT - The statutory agent must provide both a physical and mailing address. If statutory agent has a P.O. Box, then they must provide a physical description of their street address/location.

### \* \* SPECIAL NOTES \* \*

If you are intending to incorporate as a 501(c) (3) organization, your Articles of Incorporation must satisfy the requirements of the Organizational Test as provided in the INTERNAL REVENUE SERVICE Publication 557. For information regarding Tax Exempt Status, for any proposed nonprofit organization, please contact the I.R.S. office in your community.

You may include any other provision not inconsistent with law which the incorporators elect to set forth. (A.R.S. §10-3202.B.3)

It is not necessary to state in your articles of incorporation any of the corporate powers already enumerated in the Nonprofit Code. (A.R.S. §10-3202.C.3.)

PLEASE MAKE SURE YOUR ARTICLES ARE PROPERLY SIGNED AND DATED.

**Corporations Division  
Arizona Corporation Commission  
1300 W. Washington  
Phoenix, AZ 85007**

**(or)**

**400 W. Congress  
Tucson, AZ 85701**

Re: NONPROFIT ARTICLES OF INCORPORATION

To: Corporate Filings

Enclosed please find our Certificate of Disclosure, a check for forty dollars (\$40), and an original plus two (2) copies of our Articles of Incorporation.

Please be advised that we of (Name of Corporation) have selected the date of \_\_\_\_\_ to be our Fiscal Date. We understand that an Annual Report will be due in the fourth month following the close of our fiscal year, and that the Corporation Commission will mail our corporation an Annual Report that must be fully completed and returned to the Commission with the appropriate fees once each year. We also understand that failure to return a complete and accurate Annual Report may result in our corporation's administrative dissolution.

The corporate address shall be:

We shall immediately notify the Corporation Commission, in writing, of any change to this address.

Please return the filed copies to:

Sincerely,

**DO NOT PUBLISH  
THIS SECTION**

**ARTICLE 1**

If you are the holder or assignee of a tradename or trademark, attach Declaration of Tradename Holder.

**ARTICLE 2**

The name cannot imply that the corporation is organized for any character of affairs other than the initial business indicated in this article.

**ARTICLE 3**

A minimum of 1 director is required.

Name:

Address:

City, State, Zip:

Name:

Address:

City, State, Zip:

**ARTICLE 4**

This provision is not mandatory. See A.R.S. §10-3302.14.

**ARTICLE 5**

May be in care of the statutory agent.

**ARTICLES OF INCORPORATION  
OF A NON-TAX-EXEMPT**

\_\_\_\_\_  
(Arizona Non-Profit Corporation)

1. Name: The Name of the Corporation is \_\_\_\_\_

2. Character of Affairs: The character of affairs of the corporation will be: \_\_\_\_\_

3. Board of Directors The initial board of directors shall consist of \_\_\_\_\_ director(s). The name(s) and address(es) of the person(s) who is(are) to serve as the director(s) until the first annual meeting of the members, if a member corporation, or Board of Directors, if the corporation has no members, or until his(her)(their) successor(s) is(are) elected and qualifies is(are):

The number of persons to serve on the board of directors thereafter shall be fixed by the Bylaws.

4. Indemnification: The power of indemnification under the Arizona Revised Statutes shall not be denied or limited by the bylaws.

5. Known Place of Business. (In Arizona) The street address of the known place of business of the Corporation is:

**DO NOT PUBLISH  
THIS SECTION**

**ARTICLE 6**

The statutory agent must provide both a physical and mailing address. If statutory agent has P.O. Box, then they must also provide a physical description of their street address/location. The agent must sign the Articles or provide a consent to acceptance of appointment.

**ARTICLE 7**

Name:

Address:

City, State, Zip:

A minimum of 1 incorporator is required. All incorporators must sign both the Articles of Incorporation and the Certificate of Disclosure.

**ARTICLE 8**

The Articles must indicate if the corporation will, or will not have members.

The Articles must be accompanied by a Certificate of Disclosure, executed within 30 days of delivery to the Commission, by all incorporators.

Phone and fax numbers are optional

The agent must consent to the appointment by executing the consent.

6. Statutory Agent. (In Arizona) The name and address of the statutory agent of the Corporation is:

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7. Incorporators. The name(s) and address(es) of the incorporator(s) is (are):

_____	_____
_____	_____
_____	_____

All powers, duties and responsibilities of the incorporators shall cease at the time of delivery of these Articles of Incorporation to the Arizona Corporation Commission.

8. MEMBERS (Check One)

The corporation \_\_\_\_\_ will \_\_\_\_\_ will not have members.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by all of the incorporators.

Signed: \_\_\_\_\_

_____	_____
[Print Name Here]	[Print Name Here]

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**Acceptance of Appointment By Statutory Agent**

The undersigned hereby acknowledges and accepts the appointment as statutory agent of the above-named corporation effective this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed \_\_\_\_\_

\_\_\_\_\_  
[Print Name Here]

\_\_\_\_\_  
[If signing on behalf of a company serving as statutory agent, print company name here]